

---

**CALIFORNIA CIVIL SERVICE**  
**LAYOFF MANUAL**

---

DEPARTMENT OF  
PERSONNEL ADMINISTRATION

JANUARY 2003

LAYOFF MANUAL

<b>MAJOR AREA</b>	<b>SECTION NUMBER</b>
TABLE OF CONTENTS	0

**MAJOR AREA:**

**SECTION:**

**INTRODUCTION**

**1**

- Purpose of Manual
- Maintenance of Manual
- Revisions Page

**CAUSES OF STAFFING REDUCTIONS**

**100**

- Budget Reductions
- Mandatory Reinstatements of Employees, Such as From Career Executive Assignments (CEA)
- Corrections of Misallocated Positions
- Changes in Time Bases of Positions
- Reorganizations

**MEASURES TO MITIGATE STAFFING REDUCTIONS**

**200**

- Hiring Freeze
- Reduction of Intermittent and Non-Permanent Work Force
- Reduced Work Time
- Job Sharing
- Retirement
- Early Retirement
- Partial Service Retirement
- Placement With Other State, Government, or Private Employers
- Supplemental Time Off
- Voluntary Personal Leave
- Leave of Absence
- Departmental Restriction of Appointments (DROA)
- State Restriction of Appointments (SROA)

**METHODS OF REDUCING STAFF**

**300**

- Voluntary Methods
  - Transfer or Demotion Within Appointing Power
  - Transfer or Demotion Within The Appointing Power's Agency
- Involuntary Methods
  - Involuntary Transfer in Lieu of Layoff
  - Selection of Employees to be Transferred
  - Transfer to Other Classes
  - Transfer Options if More Than One Employee Must be Transferred and/or More Than One Position is Available to Transfer to
- Examples of the Use of Transfers When Vacancies Exist
- Examples of the Use of Transfers When No Vacancies Exist

LAYOFF MANUAL

<i><b>MAJOR AREA</b></i>	<i><b>SECTION NUMBER</b></i>
TABLE OF CONTENTS	0

- Additional Factors
- Relocation Expenses
- Layoff

ATTACHMENTS:

- State Personnel Board Pinkie Delegation Memo

**PRIOR TO STAFFING REDUCTIONS** **400**

- Post Dates and Hours of Intermittent Employment, as Required, to Employees' Histories
- Gather Prior Exempt Service Data When Employees Are Appointed and Submit the Data to DPA for Seniority Service Computation, and Flag the Work Histories
- Gather Qualifying Prior Military Service Data When Employees are Appointed and Retain in Files

ATTACHMENTS:

- DPA 004 – Prior Exempt Service Questionnaire
- DPA 039 – Verification of State Service Outside the Executive Branch
- DPA 690 – Verification of Total State Service
- DPA 190 – Military Service Information
- Military Service Qualification Work Sheet with Recognized Campaigns and Medals for California Seniority Credit

**DEMOTIONAL PATTERNS** **500**

- Primary Demotional Patterns
- Secondary Demotional Patterns
- How is it Determined Whether an Employee is Demoted Through the Primary and Secondary Pattern
- Bumping Rights

ATTACHMENTS:

- Sample Demotional Scenario and Chart 1
- Sample Demotional Scenario and Chart 2
- Sample Demotional Scenario and Chart 3

**SERVICE AND SENIORITY COMPUTATIONS** **600**

- Final Seniority Scores
- Process to Break Seniority Score Ties
- Performance Evaluations For Professional, Scientific, Administrative, Management, or Executive Classes

LAYOFF MANUAL

<i><b>MAJOR AREA</b></i>	<i><b>SECTION NUMBER</b></i>
TABLE OF CONTENTS	0

**STEPS OF THE LAYOFF PROCESS**

**700**

**Overview Chart**

- |  |                  |
|--|------------------|
| • Identify the Area of Layoff  | Appointing Power |
| • Identify the Classes and Employees of Layoff   | Appointing Power |
| • Identify the Impacted Employees  | Appointing Power |
| • Review MOUs  | Appointing Power |
| • Establish Primary Demotional Patterns  | Appointing Power |
| • Establish Secondary Demotional Patterns  | Appointing Power |
| • Develop the Layoff Plan and Submit it to DPA   | Appointing Power |
| • Provide Consultation/Approve Layoff Plan   | DPA              |
| • Request For Preliminary Seniority Scores   | Appointing Power |
| • Approve Designation Of Classes as Surplus and/or SROA and Place Surplus Classes on DPA's Web Page  | DPA              |
| • Distribute SROA Scantron Form to Eligible Employees  | Appointing Power |
| • Notice Employee Organizations of Impending Layoff  | Appointing Power |
| • Meets and Confers With Unions  | DPA              |
| • Distribute Reports of Performance to Supervisors/Managers for Completion for Professional, Scientific, Administrative, Management, and Executive Employees | Appointing Power |
| • Compute and Provide Preliminary Scores to Department   | DPA              |
| • Update Preliminary Seniority Scores Received From DPA to Produce Final Scores  | Appointing Power |
| • Make Final Seniority Scores Available to Affected Employees in Central Locations   | Appointing Power |
| • Notice Affected Employees in Writing   | Appointing Power |
| • Employees Exercise Their Options   | Appointing Power |
| • Complete Employee Personal Action Requests (PARs)  | Appointing Power |
| • Complete and Submit DPA Form 016 (Establishing Reemployment Lists) to SPB  | Appointing Power |
| • Processes Reemployment Eligibility   | SPB              |
| • Transmit Final Seniority Scores to DPA   | Appointing Power |
| • Hear Layoff Appeals  | DPA              |

LAYOFF MANUAL

<b>MAJOR AREA</b>	<b>SECTION NUMBER</b>
TABLE OF CONTENTS	0

ATTACHMENTS:

- Layoff Plan and Request for Preliminary Seniority Scores/With Instructions and Blank Form
- SROA Scantron Form
- Sample Notice to Unions
- DPA Form 040 Report of Current Performance
- Sample Seniority Information Letter
- Attachment to the Sample Seniority Information Letter
- Proof of Service by Mail
- Sample Notice 1 (No Options to Layoff)
- Sample Notice 2 (Layoff or Demotion-in-Lieu-of Layoff)
- Sample Notice 3 (Layoff or Transfer-in-Lieu-of Layoff)
- DPA Form 015 Notice of Involuntary Transfer, Demotion, or Termination

**LAYOFF FACTORS**

**800**

- Time Base
- Conversion of Employees From Full-Time to Part-Time or Intermittent Time Bases
- Offering Full-Time Position to Eligible Part-Time or Intermittent Employee
- Limited-Term, Temporary, or Contract Employees
- Leave of Absence
- Employees in Classes/Area of Layoff Who Are on Industrial Disability Leave (IDL)
- Employees on a Limited-Term (LT) or Training and Development (T&D) Assignment to an Area Outside the Area of Layoff
- Reemployment List Eligibility
- Red Circle Salary Rates
- Layoffs in a Department That is Being Abolished
- Additional Factors

**REEMPLOYMENT**

**900**

- What Is Reemployment?
- Establishment of Reemployment Lists
- Other Appointment Eligibility
- Other Related Reemployment Information:  
Unemployment Insurance  
Retirement Funds

Department of Personnel Administration  
Policy and Operations Division

LAYOFF MANUAL

<i><b>MAJOR AREA</b></i>	<i><b>SECTION NUMBER</b></i>
TABLE OF CONTENTS	0

Employee Assistance Program (EAP)

Deferred Compensation

Accrued Sick Leave/Vacation/Annual Leave

- Sick Leave
- Vacation and Annual Leave

ATTACHMENTS:

- DPA Form 016 Establishing Reemployment Lists
- Instructions for Completing DPA Form 016 w/Instructions Chart